



**BID NO.: IB8091-0/18**

**OPENING: 2:00 P.M.  
FRIDAY  
AUGUST 23, 2013**

**MIAMI-DADE COUNTY, FLORIDA**

**I N V I T A T I O N  
T O B I D**

**TITLE:**

**TONER, INKJET, AND LASER CARTRIDGE RECYCLING  
SERVICES**

**FOR INFORMATION CONTACT:**

**Ruth Laureano, 305-375-5765, [ruthl@miamidade.gov](mailto:ruthl@miamidade.gov)**

**IMPORTANT NOTICE TO BIDDERS:**

- READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**



**MIAMI-DADE COUNTY, FLORIDA**

**INVITATION TO BID**

**Bid Number: IB8091-0/18**

**Bid Title: Toner, Inkjet, and Laser Cartridge Recycling Services**

**Procurement Associate: Ruth Laureano**

**Bids will be accepted until 2:00 p.m. on Friday, August 23, 2013**

**Bids will be publicly opened.** The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

**Instructions:** The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

**All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.**

**NOTICE TO ALL BIDDERS:**

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.**

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

**TONER, INKJET, AND LASER CARTRIDGE RECYCLING SERVICES**

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r13-5.pdf>

**SECTION 2**  
**SPECIAL CONDITIONS**

**TONER, INKJET, AND LASER CARTRIDGE RECYCLING SERVICES**

**2.1 PURPOSE: TO ESTABLISH A CONTRACT FOR THE COUNTY**

The purpose of this solicitation is to obtain recycling services for toner, inkjet, and laser cartridges throughout County facilities to generate revenue in support of the Miami-Dade County Summer Youth Jobs Program in conjunction with the County's needs.

The successful bidder shall furnish and provide all labor, materials, equipment, and transportation necessary to perform all operations in connection with the collection, sale, and recycling of toner, inkjet, and laser cartridges and submission of revenue payments to the County. No charges for any services in conjunction with the contract will be accepted by the County.

The funds generated by the contract will benefit the Miami-Dade County Summer Youth Jobs Program in accordance with Resolution No. R-974-02.

***Note to Bidders: This contract does not include purchases.***

**2.2 TERM OF CONTRACT: FIVE (5) YEARS**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the contract term.

**2.3 METHOD OF AWARD: TO A SINGLE VENDOR OFFERING THE HIGHEST REVENUE IN THE AGGREGATE**

Award of this contract will be made to the responsive, responsible, vendor who submits the highest revenue in the aggregate, and meets the minimum qualification requirements specified below. If a vendor fails to submit an offer on all items, its overall offer may be rejected. The County will award the contract to a single vendor.

**2.3.1 MINIMUM QUALIFICATION REQUIREMENTS**

Bidder(s) shall provide evidence of three comparable contracts similar in scope of services performed satisfactorily for a Commercial or Governmental Agencies which the bidder is/was the prime contractor either ongoing or completed within the past two years.

Bidder(s) shall provide the following information:

- (i) Company Name
- (ii) Company Address
- (ii) Contact person
- (iv) Phone number
- (v) Email address
- (vi) Work completed/in progress

**SECTION 2**  
**SPECIAL CONDITIONS**

**TONER, INKJET, AND LASER CARTRIDGE RECYCLING SERVICES**

The provided information will allow the County to confirm the bidder's experience, qualifications, and past performance in providing comparable services as identified in the solicitation.

Where the information submitted by the bidder is insufficient. The County may request additional, specific evidence of the bidder's qualifications as necessary. The County will consider any evidence available, or lack thereof, in determining bidder's responsiveness and responsibility.

**2.4 METHOD OF PAYMENT: MONTHLY**

The successful bidder shall submit monthly payments by the twentieth (20<sup>th</sup>) calendar day of each month to the County for the revenue generated. The payments shall reflect the appropriate contract number, title, user agency location(s), and the numbers of cartridges received and recycled from the County during the specified time period.

All payments shall be submitted to:

Miami-Dade County  
Community Action and Human Services Department  
Overtown Transit Center  
701 NW 1<sup>st</sup> Court, 10<sup>th</sup> Floor  
Miami, Florida 33136

Attn: Alberto Parjus, Bolanle Shorunke-Jean or Shirley Almeida

A copy of the monthly payments invoice shall be submitted to:

Miami-Dade County  
Regulatory and Economic Resources Department  
Resource Conservation Committee  
701 NW 1<sup>st</sup> Court, Suite 200  
Miami, Florida 33136

Attn: Herb Balfour, Chair

**2.5 CONTACT PERSON**

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Ruth Laureano, at (305) 375-5765 email – [ruthl@miamidade.gov](mailto:ruthl@miamidade.gov).

**2.6 ACCIDENT PREVENTION AND REGULATIONS**

Precautions shall be exercised at all times for the protection of persons and property. All vendors performing services under this contract shall conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible vendor.

**SECTION 2**  
**SPECIAL CONDITIONS**

**TONER, INKJET, AND LASER CARTRIDGE RECYCLING SERVICES**

**2.7 CLEAN-UP**

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the vendor shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager.

**2.8 FACILITIES MAY BE REPLACED OR DELETED**

Although this solicitation and resultant contract identifies specific facilities for collection of containers, it is hereby agreed and understood that any County department or agency facility may be replaced or deleted at the option of the County. The replaced and deleted site(s) shall be noted to this contract by formal modification to the award sheet.

**2.9 LEGAL REQUIREMENT FOR POLLUTION CONTROL**

It is the intent of these specifications to comply with the Miami-Dade County Pollution Control Ordinance as stated in Chapter 24 of the Miami-Dade Code. This ordinance is made a part of these specifications by reference and may be obtained, if necessary, by the vendor through the Department of Regulatory and Economic Resources, 701 NW 1<sup>st</sup> Court., Miami, Florida 33136, Telephone (305) 372-6789.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**TONER, INKJET, AND LASER CARTRIDGE RECYCLING SERVICES**

**3.1 SCOPE OF SERVICES**

The intent of this solicitation is to obtain recycling services for toner, inkjet, and laser cartridges throughout County facilities to generate revenue in support of the Miami-Dade County Summer Youth Jobs Program in conjunction with the County's needs. The successful bidder shall furnish and provide all labor, materials, equipment, and transportation necessary to perform all operations in connection with the collection, sale, and recycling of toner, inkjet, and laser cartridges and submission of revenue payments to the County.

No charges for any services in conjunction with the contract will be accepted by the County.

***Note to Bidders: This contract does not include purchases.***

**3.2 DEFINITIONS**

**Toner Cartridge:** A self-contained, removable module that is inserted into a slot for use in printers, copiers and fax machines.

**Laser Cartridge:** The black powder, which is used in an electrostatic process by, laser printers, facsimiles and copy machines.

**Inkjet Cartridge:** Cartridges that supply ink for inkjet printers.

**Drum Unit:** The paper and ink output device of the printer.

**3.3 CONTRACTOR'S CONTAINERS**

The successful bidder shall inspect the collection areas at the designated County pickup facilities to determine the size of empty containers to be delivered at each of the facility collection sites. In addition, the successful bidder shall place one container on each floor of the multi-story buildings in a location worked out in conjunction with the building manager. The successful bidder shall have fourteen (14) calendar days to deliver the initial shipment of containers to County's facilities after notification by the user agency. These containers will be used to collect the cartridges until they are picked up.

Containers shall be picked up at deleted facilities or at the termination of the contract within seven (7) calendar days of the termination of service date. Containers not recovered/picked up within the allotted time frame will be considered abandoned by the vendor and become County property.

Ownership of the containers used in this program remains with the vendor. It is the contractor's responsibility to place and maintain containers at the County's facilities. The vendor shall ensure a sufficient number of containers are available at each facility to eliminate problems with overflow and spillage. If full containers are removed by the vendor to facilitate processing, they shall be replaced by empty containers.

The containers shall clearly be identified with the contractor's name and telephone number. Upkeep and maintenance of the containers shall be the responsibility of the vendor.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**TONER, INKJET, AND LASER CARTRIDGE RECYCLING SERVICES**

Spillage of any material at any collection site shall be immediately cleaned up by the vendor.

**3.4 COLLECTION OF CARTRIDGES**

The successful bidder shall have forty-eight (48) hours to pick-up the containers from the County pickup facilities after notification by the County contact person or designee. In cases where the pickup will be delayed the successful bidder shall notify the requesting department contact. The department contact may negotiate a revised pickup schedule.

The vendor shall be responsible for recycling of toner, inkjet, and laser cartridges that cannot be re-sold.

**The designated County pickup facilities are as follows:**

<b>Department</b>	<b>Address</b>	<b>Pickup Location(s)</b>	<b>Point of Service</b>
Miami-Dade Fire Rescue	9300 NW 41 Street Doral, FL 33178	1	
Internal Services – County Store	980 W 84 Street Hialeah, FL 33014	1	
Miami-Dade Police	9111 NW 25 Street Doral, FL 33172 (rear of the complex)	1	
Park & Recreation – Kendall Warehouse	10775 SW 84 Street Miami, FL 33173	1	
Stephen P. Clark Center (SPCC)	110 NW 3 Street Miami, FL 33128 (loading dock)	30	Loading Dock
Miami-Dade Aviation – Warehouse	4331 NW 22 Street Miami, FL 33122 Building 3040 - (east side)	1	
Miami-Dade Water & Sewer	3071 SW 38 Avenue Miami, FL (5 <sup>th</sup> Floor)	1	
Clerk of Courts	140 West Flagler Street Miami, FL (1 <sup>st</sup> Floor)	16	1st Floor south side
Alexander Orr Water Treatment Plant	6800 SW 87 Avenue Miami, FL 33173	1	
Regulatory & Economic Resources – Building and Neighborhood Compliance	11805 SW 26 Street, Suite 106 Miami, FL 33175 (Coral Way)	2	



**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**TONER, INKJET, AND LASER CARTRIDGE RECYCLING SERVICES**

<b>Department</b>	<b>Address</b>	<b>Pickup Location(s)</b>	<b>Point of Service</b>
Regulatory & Economic Resources	Overtown Transit Village 701 NW 1 <sup>st</sup> Court, 2 <sup>nd</sup> Floor Miami, FL 33136	22	Overtown Transit Village North loading dock
State Attorney's Office	1350 NW 12 Avenue Room N-448 Miami, FL	5	West side loading dock
Port Miami	1015 North America Way 2 <sup>nd</sup> Floor Miami, FL 33132	1	
South Dade Government Center	10710 SW 211 Street Cutler Bay, FL 33189	4	Government Center (basement)
Data Processing	5680 SW 87 Avenue Miami, FL 33173	4	Data processing loading dock

**3.5 MONTHLY PROJECT REPORTS**

By the twentieth (20<sup>th</sup>) of each month, the vendor shall submit a spreadsheet report reflecting the appropriate contract number, title, user agency and location(s), and the quantities for each type of cartridges collected during the prior month. The spreadsheet should indicate which used cartridges qualify for reimbursement showing the totals by type.

A copy of the spread sheet shall be distributed to:

Miami-Dade County Community Action and Human Services Department  
Overtown Transit Center  
701 NW 1<sup>st</sup> Court, 10<sup>th</sup> Floor  
Miami, Florida 33136

Attn: Alberto Parjus, Bolanle Shorunke-Jean or Shirley Almeida

and

RER-Environmental Resources Management  
Attn: Herb Balfour, Chair  
Resource Conservation Committee  
701 NW 1<sup>st</sup> Court, Suite 200  
Miami, Florida 33136

Any information provided to the County is subject to audit by the County. Pertinent back-up information must be available upon County's request. All information should be transmitted as agreed upon by the parties.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**TONER, INKJET, AND LASER CARTRIDGE RECYCLING SERVICES**

**3.6 MANUFACTURERS CARTRIDGES USED BY DEPARTMENTS**

The below listing is a representative sampling of existing cartridges used throughout the County. This list is not intended to be all-inclusive, and new manufacturer lines may be added or deleted as required by the County.

Toner Cartridges; Ricoh, Canon, Xerox, Sharp, Toshiba

Laser Cartridges; Brother, Canon, HP, IBM, Lexmark, Panasonic, Omnifax

Inkjet Cartridges; HP, Canon, Brother, Epson, Lexmark, Xerox/Tektronic

Drum Units; Sharp, Panasonic, Xerox, Brother, HP

**SECTION 4**  
**BID SUBMITTAL FORM****Submit Bid To:**

**PROCUREMENT MANAGEMENT**  
**Vendor Assistance Section**  
**Stephen P. Clark Center**  
**111 NW 1<sup>st</sup> Street, 13<sup>th</sup> Floor**  
**Miami, FL 33128-1983**



**OPENING: 2:00 P.M.**  
**FRIDAY**  
**AUGUST 23, 2013**

**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,  
DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued by: ISD/PM  
**Ruth**  
**Laureano**

Date Issued:  
**8/14/13**

This Bid Submittal Consists of  
Pages **8** through **13 &**  
**Affidavits**

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

**TONER, INKJET, AND LASER CARTRIDGE RECYCLING SERVICES**

A Bid Deposit in the amount of **N/A** the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of **N/A** the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

<b>DO NOT WRITE IN THIS SPACE</b>	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: <b>962-70</b>	
Procurement Contracting Associate: <b>Ruth Laureano</b>	

FIRM NAME \_\_\_\_\_

**RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.**

**FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.**

**SECTION 4**  
**BID SUBMITTAL FOR:**  
**TONER, INKJET, AND LASER CARTRIDGE RECYCLING SERVICES**

**FIRM NAME:** \_\_\_\_\_

---

**4.1 COLLECTION OF CARTRIDGES**

Description	Monthly Est. Qty.	Unit Price To Be Paid To The County
Toner Cartridges	4,700	\$_____/Ea.
Laser Cartridges	3,500	\$_____/Ea.
Inkjet Cartridges	800	\$_____/Ea.
Drum Units	10	\$_____/Ea.

**4.2** List three verifiable references of Commercial or Governmental Agencies either ongoing or completed in the past two years as requested in, Section 2.3.1

REFERENCE 1	
Company Name:	
Address:	
Contact Person:	
Telephone Number:	
E-Mail Address	
Work Completed/ In Progress:	

**SECTION 4**  
**BID SUBMITTAL FOR:**  
**TONER, INKJET, AND LASER CARTRIDGE RECYCLING SERVICES**

**FIRM NAME:** \_\_\_\_\_

---

---

<b>REFERENCE 2</b>	
Company Name:	
Address:	
Contact Person:	
Telephone Number:	
E-Mail Address	
Work Completed/ In Progress:	

<b>REFERENCE 3</b>	
Company Name:	
Address:	
Contact Person:	
Telephone Number:	
E-Mail Address:	
Work Completed/ In Progress:	

SECTION 4  
BID SUBMITTAL FOR:

TONER, INKJET, AND LASER CARTRIDGE RECYCLING SERVICES  
ACKNOWLEDGEMENT OF ADDENDA

---

**INSTRUCTIONS:** COMPLETE PART I OR PART II, WHICHEVER APPLIES

---

**PART I:**

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION  
WITH THIS BID

Addendum #1, Dated \_\_\_\_\_

Addendum #2, Dated \_\_\_\_\_

Addendum #3, Dated \_\_\_\_\_

Addendum #4, Dated \_\_\_\_\_

Addendum #5, Dated \_\_\_\_\_

Addendum #6, Dated \_\_\_\_\_

Addendum #7, Dated \_\_\_\_\_

Addendum #8, Dated \_\_\_\_\_

---

**PART II:**

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

---

**FIRM NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TITLE OF OFFICER:** \_\_\_\_\_

**Bid Title: Toner, Inkjet, And Laser Cartridge Recycling Services**

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying **regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder.** Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

☐ Place a check mark here **only** if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: \_\_\_\_\_. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

**LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

☐ Place a check mark here **only** if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.

**LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:** For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

☐ Place a check mark here **only** if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is \_\_\_\_\_.



**LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION:** A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

☐ Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

**COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program**

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 1.35 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

- A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

- B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

Firm Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_ FEIN No. \_\_\_\_ - \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Prompt Payment Terms: \_\_\_\_% \_\_\_\_ days net \_\_\_\_ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: \_\_\_\_\_ (Signature of authorized agent)

**\*"By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract."**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.**





# **APPENDIX**

## **AFFIDAVITS INFORMAL BIDS**



**Miami-Dade County**  
**Internal Services Department**  
**Procurement Management Division**  
**Affirmation of Vendor Affidavits**

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

**Contract No. :** \_\_\_\_\_ **Federal Employer Identification Number (FEIN):** \_\_\_\_\_

**Contract Title:** \_\_\_\_\_

**Affidavits and Legislation/ Governing Body**

1. <b>Miami-Dade County Ownership Disclosure</b> Sec. 2-8.1 of the County Code	6. <b>Miami-Dade County Vendor Obligation to County</b> Section 2-8.1 of the County Code
2. <b>Miami-Dade County Employment Disclosure</b> County Ordinance No. 90-133, amending Section 2-8.1(d)(2) of the County Code	7. <b>Miami-Dade County Code of Business Ethics</b> Article 1, Section 2-8.1(i) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code
3. <b>Miami-Dade County Employment Drug-free Workplace Certification</b> Section 2-8.1.2(b) of the County Code	8. <b>Miami-Dade County Family Leave</b> Article V of Chapter 11 of the County Code
4. <b>Miami-Dade County Disability Non-Discrimination</b> Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95	9. <b>Miami-Dade County Living Wage</b> Section 2-8.9 of the County Code
5. <b>Miami-Dade County Debarment Disclosure</b> Section 10.38 of the County Code	10. <b>Miami-Dade County Domestic Leave and Reporting</b> Article 8, Section 11A-60 11A-67 of the County Code

\_\_\_\_\_  
Printed Name of Affiant

\_\_\_\_\_  
Printed Title of Affiant

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address of Firm

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

**Notary Public Information**

Notary Public – State of \_\_\_\_\_ County of \_\_\_\_\_

**Subscribed and sworn to** (or affirmed) before me this \_\_\_\_\_ day of, \_\_\_\_\_ 20 \_\_\_\_\_.

by \_\_\_\_\_ He or she is personally known to me ☐ or has produced identification ☐

Type of identification produced \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Serial Number

\_\_\_\_\_  
Print or Stamp of Notary Public

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Notary Public Seal

## This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Signature \_\_\_\_\_

Page 2 of 3

**SUBCONTRACTOR/SUPPLIER LISTING**  
**(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)**

Name of Proposer: \_\_\_\_\_ FEIN No. \_\_\_\_\_

In accordance with Sections 2-8.1, 2-8.8 and 10.34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all Proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The Proposers who is awarded this contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The Proposers should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract and sign the form below.

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the recommended Proposer demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the Proposer shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.

**(Please duplicate this form if additional space is needed.)**

Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			Gender		Race/Ethnicity						Gender		Race/Ethnicity						
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	
Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplies/Material s/Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)								
			Gender		Race/Ethnicity						Gender		Race/Ethnicity						
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	

Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to contracting department or on-line to the Small Business Development of the Department of Regulatory and Economic Resources at <http://www.miamidade.gov/business/business-development-contracts.asp>. As a condition of final payment, Proposer shall provide subcontractor information on the Subcontractor Payment Report Sub 200 form which can be found at <http://www.miamidade.gov/business/library/forms/subcontractors-payment.pdf>.

*I certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.*

\_\_\_\_\_  
Signature of Proposer

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Date